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“जानने का अधिकार, जीने का अधिकार”

Mazdoor Kisan Shakti Sangathan

“The Right to Information, The Right to Live”

“पुराने को छोड़ नये के तरफ”

Jawaharlal Nehru

“Step Out From the Old to the New”

IS 11957 (1987): Guidelines for contents list of periodicals [MSD 5: Documentation and Information]

“ज्ञान से एक नये भारत का निर्माण”

Satyanaaranay Gangaram Pitroda

“Invent a New India Using Knowledge”



“ज्ञान एक ऐसा खजाना है जो कभी चुराया नहीं जा सकता है”

Bhartṛhari—Nītiśatakam

“Knowledge is such a treasure which cannot be stolen”



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Indian Standard
GUIDELINES FOR
CONTENTS LIST OF PERIODICALS

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Indian Standard

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Indian Standard

GUIDELINES FOR

CONTENTS LIST OF PERIODICALS

0. FOREWORD

0.1 This Indian Standard was adopted by the Indian Standards Institution on 25 March 1987, after the draft finalized by the Publications and Graphic Technology Sectional Committee had been approved by the Executive Committee.

0.2 The contents list for a periodical in a single issue or a volume which indicates at a glance, the reading material available, and its general layout and pagination in a periodical, facilitates readers and other users such as classifiers and librarians in locating the information of their interest. Some standard rules for the preparation and presentation of table of contents are therefore very necessary to make references and consultation easy and convenient.

0.2.1 To facilitate easy identification of the matter reference to issue numbers with dates and supplements, if any, may also be mentioned indicating author index and subject index so that reader can refer the subject easily. This can be done by appending the information in the last issue of each volume.

0.3 This standard provides guidelines for presentation for contents list of periodicals, earlier specified as part of IS : 794-1956* which has been withdrawn. The guidelines for table of contents for books have been included in IS : 790-1987†.

0.4 This standard is based on ISO 18-1981 'Contents list of periodicals or documents', issued by the International Organization for Standardization (ISO) and its requirements are technically equivalent to the International Standard with minor editorial changes. Additional information on the contents list of volume of periodicals has been provided in this standard.

1. SCOPE

1.1 This standard provides guidelines for the presentation of the contents list of periodicals.

*Practice for table of contents.

†Specification for preliminary pages of a book.

2. DEFINITION

2.1 Contents List -- A concise enumeration of sections, articles and contributions in a single issue or a single volume of a periodical indicating the items and their titles, authorship and pages of occurrence.

3. ESSENTIAL RULES

3.1 A contents list shall be printed in each issue. Extracts of the contents list may appear in the same issue, for example, on the front or back cover.

3.2 The sequence used should preferably be that of the articles in the publication. Alternatively, the articles may be listed in subject groups. Regular features, such as, reviews, abstracts and letters to the editor, may be grouped separately.

3.3 The contents list should be made as self-contained as possible and suitable for easy reproduction through reprographic means (see **5.1** and **6.5**).

3.4 Languages shall be treated in the table of contents as follows.

3.4.1 If a publication contains articles in different languages, each item shall be listed in the language of the article.

3.4.2 If the contents list is translated into one or more languages a separate contents list for each language is recommended following the original contents list. If the publication includes articles in several languages, for each article the original language shall be indicated:

Example:

/E/ = English

/H/ = Hindi

3.4.3 If there is a single contents list, translations of the titles may be given, after the original titles.

4. POSITION

4.1 The contents list shall be placed in the same position in each issue within the same volume or year.

4.2 The contents list shall be on the first page of the issue immediately following the inside front cover. It may also appear on the first and fourth page of the cover.

4.3 The contents list beginning on the first page shall, if necessary, continue on the second page. The contents list on the first page of the cover shall, if necessary, continue on the fourth page of the cover. The contents list beginning on the fourth page of the cover, shall if necessary, continue on the third page of the cover.

5. CONTENTS LIST DETAILS

5.1 The body of the contents shall be preceded by the title of the periodical, its volume number and issue number, its date and the heading, 'contents'.

5.2 The contents shall indicate for each article, and in the following order:

- a) The name(s) of the author(s) as given in the heading of the article;
- b) The complete title and all sub-titles (for articles in instalments, the title shall be followed by 'to be continued' 'continued' or 'concluded' as appropriate); and
- c) The number of the first page. If desired, the number of the last page may be added, joined by a dash. If, in such cases the text is not presented continuously in the issue, the inclusive pagination for each segment of the text shall be given.

Example 426 — 432, 457 — 458

5.3 Headings for special features such as 'abstracts', 'news items' or 'conferences' as distinct from original articles, may be listed after original articles in the contents list. Each heading shall be referred to by its title as well as by the number of the first page, and, if desired, by that of the last page joined by a dash.

5.4 Information relating to articles and other headings listed in the contents shall be separated by extra space.

6. CONTENTS LIST OF VOLUME OF A PERIODICAL

6.1 The contents list of a volume of a periodical is a consolidated list of the contents of all the issues constituting that volume, issued loose or lightly attached to the last issue of the volume.

6.2 In the case of articles running over more than one issue, the page numbers of all the instalments shall be indicated at the first point of occurrence.

Example:

A.N. AUTHOR: India between Two Wars	13, 86, 160
T. WRTER: Indian Book Publishing—A Historical Survey	
I. Beginnings (1556-1918)	127
II. Between Two Wars (1919-1938)	263
III. World War II and After (1939-1947)	321
IV. Independence and After (1948-1982)	436

6.3 A series of articles by the same or different authors forming part of a deliberate design under a common general heading (for example, contributions to a symposium) should also be grouped as described in **6.2** above.

Example:

Measuring Indian Poverty

A. TINKER: From Dadabhai to Dandekar — A Review	64
B. TAYLOR: Measurement by Levels of Nutrition	115
C. MARKER: Statistical Pitfalls	247
A. TINKER: Drawing the Poverty Line	326

6.4 Regular features like abstracts, reviews and communications, should also be grouped as recommended in **6.2** and **6.3** above.

6.5 The body of the contents shall be preceded by the title of the periodical, its volume number and year, and the heading 'contents'.

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INTERNATIONAL SYSTEM OF UNITS (SI UNITS)

Base Units

QUANTITY	UNIT	SYMBOL
Length	metre	m
Mass	kilogram	kg
Time	second	s
Electric current	ampere	A
Thermodynamic temperature	kelvin	K
Luminous intensity	candela	cd
Amount of substance	mole	mol

Supplementary Units

QUANTITY	UNIT	SYMBOL
Plane Angle	radian	rad
Solid angle	steradian	sr

Derived Units

QUANTITY	UNIT	SYMBOL	DEFINITION
Force	newton	N	1 N = 1 kg.m/s ²
Energy	joule	J	1 J = 1 N.m
Power	watt	W	1 W = 1 J/s
Flux	weber	Wb	1 Wb = 1 V.s
Flux density	tesla	T	1 T = 1 Wb/m ²
Frequency	hertz	Hz	1 Hz = 1 c/s (s ⁻¹)
Electric conductance	siemens	S	1 S = 1 A/V
Electromotive force	volt	V	1 V = 1 W/A
Pressure, stress	pascal	Pa	1 Pa = 1 N/m ²